

**BRIGHTON SCHOOL DISTRICT
CLASSIFIED POSITION JOB DESCRIPTION**

Job Title: Paraprofessional, Library - Secondary
Date Prepared or Last Modified: December 2018, Reviewed December 2021
Work Year: 9 Month
Department: Middle and High School
Reports To: Principal

SUMMARY: Support staff and students in a variety of ways that complement the library as the central learning environment of the school. This requires various management skills and tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

D 45% Student and Staff Support. Monitor and supervise students in the library or other assigned areas. Assist teacher with class supervision while in the library. Answer phones, copy and laminate materials. Assist students and staff with locating materials and books; and checking materials in and out of the library. Assist staff with locating materials for classroom use or pulling materials for checkout. Instruct and supervise students in the use of the Internet for research work and in basic computer / printer usage. Conduct instructional library skills sessions for students.

D 30% Library Management. Direct and train volunteers and/or colleagues as they assist in the library. Keep the library organized and clean. Update and maintain library computer records of books, magazines, videos, material, textbooks and other vital information to keep inventory up-to-date. Process new books/materials by entering them into the computer system, printing labels and shelving. Perform inventory count annually and weed the collection as needed. Mend and repair books as needed. Order library books, materials, and supplies while staying within budget. Organize book fairs or other events to raise money and / or promote literacy.

D 25% Chromebook Management. Manage Chromebook check-out, check in, replacements and Chromebook related fees.

Ongoing (5%) Perform other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION: High school diploma or equivalent.

EXPERIENCE: No experience required. Prefer library experience.

SKILLS, KNOWLEDGE, & EQUIPMENT: Intermediate English language skill, basic math and accounting skills, personal computer, keyboarding and word processing skills and critical thinking and intermediate problem solving skills. Advanced oral and written skills, interpersonal relations, customer service and public relations and advanced organizational skills. Ability to manage confidentiality in all aspects of the job. Ability to manage multiple priorities, manage multiple tasks with frequent interruptions, and the ability to diffuse and manage volatile and stressful situations. Knowledge of current education technology such as computers, doc coms, LCD projectors, and their uses.

CERTIFICATES, LICENSES, & REGISTRATIONS None required.

SUPERVISION/TECHNICAL RESPONSIBILITY This job has no supervisory responsibilities; however, this position is responsible for supervising students in the library and in other areas of the school and for directing volunteers in the library. Acts as a resource for students by providing training on library resources, for teachers by locating items to support curriculum, and for volunteers and other Library Paraprofessionals by assisting with and providing training on the specialized library programs.

The physical demands, work environment factors, and mental functions described below are representative of those that must

be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel; reach with hands and arms; and climb or balance. The employee frequently is required to talk and hear. The employee is occasionally required to sit, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT While performing the duties of this job, the employee occasionally works in high, precarious places. The noise level in the work environment is usually quiet to moderate.

MENTAL FUNCTIONS While performing the duties of this job, the employee is regularly required to use interpersonal skills. Frequently required to communicate. Occasionally required to compare, analyze, copy, coordinate, instruct, compute, evaluate, compile, and negotiate.